

STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE
BUDGET DIVISION



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TO: All Local Officials

FROM: Dan Jones, Assistant Director, Budget Division

SUBJECT: County Council Review Form

DATE: July 15, 2011

Indiana Code 6-1.1-17-3.5 requires county fiscal bodies to annually review the proposed budgets and levies of certain civil taxing units and to issue non-binding recommendations regarding those proposed budgets and levies.

The Department of Local Government Finance ("Department") has developed a form to assist units in submitting their proposed budgets to the county council and to assist county councils in reviewing the proposed budgets of these units. A paper copy of the form will also be provided to representatives of those taxing units who attend their budget workshop with their Department budget field representative. The forms for each county can be found at <http://www.in.gov/dlgf/6800.htm>.

Per a Department memo on April 26, 2011, submission of this form by the taxing unit to the County Auditor is required to meet the requirements of non-binding reviews for the Pay 2012 budgets. The county council shall determine if any additional documentation is necessary for the purpose of this review. Please see the April 26, 2011 memo for more details on the requirements for this process:
[http://www.in.gov/dlgf/files/110426 - Bailey Memo - Binding and Non-Binding Review of Budgets and Document Submission with Gateay for Pay 2012.pdf](http://www.in.gov/dlgf/files/110426_-_Bailey_Memo_-_Binding_and_Non-Binding_Review_of_Budgets_and_Document_Submission_with_Gateay_for_Pay_2012.pdf)

The information below provides additional guidance on how to use the county council review form:

- 1) Each civil taxing unit will download the forms for its applicable county from the link above. Within the compressed file, the unit can locate its file by looking for its Department-assigned unit code (i.e., Adams County = 0110000).
- 2) In the form, the following information will be pre-populated based on data available to the Department:
 - a) State assessed value growth quotient.
 - b) County assessed value growth quotient.
 - c) 2010 Pay 2011 certified net assessed value for the unit.
 - d) 2011 certified budget, levy and tax rate by fund.
- 3) The civil taxing unit will enter its proposed 2012 budgets, levies and rates by fund into Columns "C", "I" and "O", respectively. These columns are highlighted in orange on the form. The form will then calculate percentage change and comparisons to state assessed value growth quotient and county growth quotient.

- 4) When the unit has completed its work, it should save the form and then submit a copy of the form to the County Auditor. The form may be submitted in person, by fax or by email.
- 5) Upon receipt of a form, the County Auditor should complete the receipt box with the date of receipt and a signature of a representative of the County Auditor's Office. The Department will use this information to determine when the filing occurred for the purposes of the 45-day requirement. (Taxing units must submit their proposed budgets for county council review at least 45 days prior to adoption of their budget.)
- 6) The County Auditor should complete the fields for County Average Total Proposed Budget Increase Percentage and County Average Total Proposed Levy Increase Percentage. This information is to be calculated by averaging the total proposed budget increase and total proposed levy increase for all units in the county. This will allow the county council to compare the proposed budget of a particular unit to the increases in the budgets and tax levies of other taxing units in the county as required by IC 6-1.1-17-3.5(f)(2).
- 7) The county council should review the form for each applicable taxing unit and make its determination as to the county council recommended budgets, levies and rates. These recommendations should be populated into Columns G, M and S. These columns are also highlighted orange on the form.
- 8) The County Auditor should ensure that the taxing units receive notice of the county recommendation. The County Auditor will also need to provide the Department with documentation of the county council's recommendations.

If you have any questions on the above or on the form itself, please contact Budget Division Director Courtney Schaafsma at cschaafsma@dlgf.in.gov or 317.234.3937.